

SECRETARY
GS-0318-06

I. INTRODUCTION

This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA). This position serves as the principal clerical assistant to the supervisor of the organizational component to which assigned.

II. MAJOR DUTIES AND RESPONSIBILITIES

Receives telephone calls and visitors, referring callers to appropriate offices. Advises individuals when appointments must be rescheduled, arranging mutually convenient times. Makes arrangements for meetings, travel arrangements for supervisor and staff, and prepares related travel vouchers and reports.

Receives and controls mail, routing items to appropriate offices. Assembles background information for supervisor, and notifying supervisor of pending delays and reasons. Prepares/reviews outgoing correspondence for conformance with instructions, grammar, and typographical accuracy.

May provide advice to secretaries in subordinate units concerning matters such as time and attendance, travel, reports, and correspondence procedures. May serve as timekeeper.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position	FL 1-4	550 pts.
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Knowledge Type III: Knowledge of priorities, commitments, policies, and program goals of the supervisor and staff, in order to perform routine assignments such as locating and summarizing information from files and documents as required or in anticipation of supervisor's needs.

Skill in advising secretaries in subordinate units concerning such matters as application of various procedures and reporting requirements. Knowledge of grammar, punctuation, and spelling, as well as organizational requirements on style and format; office filing systems; knowledge of substantive programs of the office to direct inquiries; knowledge of travel regulations and time and attendance procedures to prepare vouchers and reports.

Work Situation B: The organization is either divided into subordinate organizations with further subdivisions where there are extensive internal procedures and reporting systems or, the organization is limited in complexity, but has extensive responsibilities for coordinating work outside the organization.

Factor 2 - Supervisory Controls	FL 2-3	275 pts.
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Supervisor defines major priorities and specific assignments. Incumbent performs day-to-day work independently, referring questionable matters to supervisor. Completed work is reviewed for conformance with established policies and procedures. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3 - Guidelines	FL 3-2	125 pts.
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Procedures are established and specific guidelines are available including dictionaries, style manuals, agency instructions on correspondence procedures, time and attendance, and supervisor's policies. Uses judgment in selecting applicable guides, and refers to supervisor for any significant deviations.

Factor 4 - Complexity	FL 4-2	75 pts.
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Work duties involve several related steps, processes, or methods. Incumbent decides what needs to be done, and takes action based on knowledge of procedural requirements and awareness of specific functions and staff assignments.

Factor 5 - Scope and Effect	FL 5-2	75 pts.
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Assures effective accomplishment of clerical and administrative work of the unit. This allows supervisor to concentrate on technical and managerial duties, and facilitates effectiveness of unit products.

Factor 6 - Personal Contacts	FL 6-2	25 pts.
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Contacts are with co-workers and employees in other areas within the immediate organization, other organizations, and the private sector.

Factor 7 - Purpose of Contacts	FL 7-2	50 pts.
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Contacts are to provide non-technical information, perform various clerical services, schedule meetings and appointments, and make travel arrangements for the chief and the staff.

Factor 8 - Physical Demands	FL 8-1	5 pts.
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Work is primarily sedentary, with no special physical demands.

Factor 9 - Work Environment	FL 9-1	5 pts.
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Work is performed in a typical office setting.

TOTAL = 1185 pts.

IV. UNIQUE POSITION REQUIREMENTS *(For titling purposes the immediate supervisor is to mark the first description below **if** the incumbent must be a qualified typist and mark **both** descriptions if the incumbent has office automation responsibilities)*

___ This position requires the services of a fully qualified typist.

___ Knowledge of word processing or other software tools to produce a wide variety of documents.